

OPERATING INSTRUCTIONS

Line-O-Scribe

FOR M MODELS



Position of Machine:

The M model Line-O-Scribe machine can be best operated at a height of about 30 inches. The operator may sit or stand. A chair approximately 24" high should be supplied and if you do not have one available we can furnish at a nominal cost. See the Line-O-Scribe catalogue for price and illustration.

Layout Sheet:

On the base of the Line-O-Scribe you will note a pattern in half inch squares with heavy lines outlining standard sizes of cards. Supplied with your unit are various sized wood pieces commonly called printers furniture. With this furniture you can block off any part of the printing surface not being used. For instance when you are running 7x11 cards if you will block off the balance of the layout sheet you will find it is very easy to get good spacing.

Set Up of Type:

An illustration on page 2 shows a card set up. Place your type from RIGHT to LEFT. It is desirable to have all signs uniform in layout, and in sizes of type used. Choose type which will not crowd your card when your message is printed. Neither too much nor too little wording is advisable. A merchandising sign should be read at a glance. Bars are furnished with the unit for lining your type. Put enough bars or



furniture to fill across the machine within a half inch, then put in the wedges. Press wedges firmly together with fingers. This slight pressure holds the type and lines it accurately.

The bars can then be left in place when the type is removed and the next copy set. This automatically gives uniformity. While prices of dollars and cents are printed often in the same size figures, if larger numbers are wanted for the dollars and smaller for the cents, simply put a spacer under the smaller to fill the space. Type may be positioned lengthwise or crosswise of the machine.

Pressure Adjustment:

M Model Line-O-Scribes have Dial pressure control. You will note the indicator tells the direction for more pressure, simply turn the Dial. Trip one latch depending on which way you want to turn the dial. The two latches hold the pressure constant. To decrease pressure, trip one latch and turn to the right. To set the pressure for whatever thickness of cardboard you are using, lay a card on the type and move the carriage over it, then turn the dial to the left until it is snug. Check the card, and the type should be making a slight indentation into it but this should not show on the back of the card. When printing the ink should be forced into the card. Once the pressure is set there is no need to change it except when other thicknesses are being printed. You will find large and bold type requires more pressure than small or light face type. Note the correct pressure for the cardboard you are using, then you can quickly adjust it if the dial is turned for any reason.

Inking:

Put a ribbon of ink along the top end of the platen and a few daubs along the surface. Spread this ink around with the roller until it is smooth and thin. Then apply it to the type with the roller. If more than one color is being used, ink the type the color you want it, being careful not to let one color touch the other. An even film of ink should be applied and the least amount that thoroughly covers the type face will give the best results. Large type requires heavy inking and light or small type requires very little.

Printing the Sign:

Start with the pressure carriage at left. You will note a clamp at one end of the machine and that by pushing down on this handle the grippers open. Insert the card, holding it off the type until it is securely gripped, then lower it onto the type. Move the pressure carriage over the card. Raise the card first then open the clamp and remove. If the second side of the card is to be printed leave the pressure carriage

to the right and re-ink the type, turn the card over and clamp it. Lay a piece of paper over the fresh printing and pass the pressure roller back over the card.

What Ink to Use:

Fast-Dri Inks or Water Colors can be used on Line-O-Scribe. Use only those supplied by The Morgan Sign Machine Co. for best results.

Fast-Dri Ink dries in from 3 to 10 minutes and will not smudge when set. Cards can go on merchandise faster. This ink is applied with composition rollers. It will not harden on rollers, type or ink plate. Cleans readily with F60 Line-O-Scribe Cleaner. See catalog listing and labels for further information.

Water Color ink, when used in sign printing, should set over night for drying. It cleans with water and is applied with rubber rollers.

When ordering ink, specify which is wanted. Keep type clean for good printing.

CAUTION: Do not move carriage across machine with type in printing position.

This action would print on the pressure roller which will in turn put ink on the back of the next card. Should this occur accidentally, dampen a cloth and with the carriage at one end of the machine wash in under the pressure roller. To dry and further clean move the carriage back and forth over a card on type as in printing.

Putting On New Layout Sheet:

Loosen the three cap nuts on the cross bar at right end of machine. Move cross bar forward and take out. Slide layout sheet slightly to the right and pick up. Flex the new one under the grooves in the side rails and slide into position then replace the bar.

Cards With Borders or Patterns:

It is well to cut a pattern when printing cards with borders or designs. Simply cut out the white part where the message goes and trim 1/2" off the left side. Then lay this on the base of the machine so that it touches the clamp bar. Then arrange your type in the usual way positioning it in the space cut out.

VISUAL SELLING DEMANDS CLEAR PRINTING

PROMOTE SALES . . . CONTROL INVENTORY

A general analysis of Merchandising shows that you must

1. Announce and show new merchandise quickly
2. Close out slow and dead items at once
3. Push staple items constantly

The MORGAN Co. 4510 N. RAVENSWOOD AVE.
SIGN MACHINE

CHICAGO, ILL. 60640

PRINTED IN U. S. A.

SAMPLE SIGN SUGGESTIONS

Line-O-Scribe

SPECIAL

**Electric
ALARM CLOCK**

self-starting model
pleasant chime alarm

\$9⁹⁵

Serviceable always
POPLIN JACKETS
rain repellent
zipper front
8.25

For a gift ... or for yourself
Sterling Identification Bracelet
has large engraving plate
comes in gift box
10.95

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THE MORGAN SIGN MACHINE CO.